If you discover a medical emergency:
• Avoid leaving injured/ill person except to summon help.
• If Injury/Illness Is severe or lIfe ThreatenIng, Call 911 fIrst.
• A secondary call should be made to Public Safety ext 5555.
• If injury/illness is not life threatening, call Public Safety ext. 6267.
• Do not move person unless he/she is in danger.
• Render first-aid or CPR if trained and qualified.
• Those trained will know the location and proper use of personal protective equipment necessary to avoid contact with potentially infectious body fluids.
• If exposed to another’s body fluids, inform Public Safety personnel when they arrive.

See Blood-Borne Pathogen Exposure.

In the event of severe weather conditions:
Actions to be taken in the event of severe weather will be announced by the Emergency Planning Team through LaneAlert.

Radio and television news stations are informed of closures by the public information officer. Do not call KLCC-FM or other media; this interferes with their ability to announce the most current information. If media call you, refer them to the public information officer at ext. 5850.

Severe weather events could result in the college closing early, delaying opening or closing for one or more days. A decision on a delay or closure will be made before 6:30 a.m. Staff and the community will be notified through LaneAlert text message and email in addition to local media (TV, radio, web).

If you discover a fire:
• Call 911 immediately.
• A secondary call should be made to Public Safety notify them that emergency services has been called.
• If fire is small and you have training, use an official fire extinguisher to combat the fire. Do Not ENdage YOURSELF OR OTHERS by trying to extinguish a large, well-developed fire.
• Help anyone in need of assistance. Contain the fire by closing, but not locking as many doors as possible. Evacuate the area.
• If you are notified of a fire in your building:
  • See evacuation
    • If you are above the ground floor and fire or dense smoke has restricted your exit routes: remain in your room. Place something at the base of your door to prevent the entrance of smoke. Call 911 and let them know your situation. Open windows and signal for help if possible.
  • If evacuation order is issued, fully cooperate with Public Safety or evacuation messenger:
    • Do not use elevators.
    • Close but do not lock doors.
    • If in an earthquake, leave doors open.
    • If you are at a workstation, turn off all electronics, including computers.
    • Evacuate in groups to ensure all are able to get out.
    • Provide assistance for those with physical disabilities.
    • Evacuate in a safe orderly manner to the designated meeting location for your building. Move away from the building at least 500 feet, or 1.5 times the height of the building.
    • As you evacuate, check store rooms, break rooms, etc. to ensure no one is left behind.
  • Do not re-enter any building until declared safe by emergency authorities.

Emergency communication:
Emergency information will be announced by the Emergency Planning Team to employees, students and the public using the LaneAlert emergency notification system. LaneAlert allows messages to be sent simultaneously to all registered users via text messaging, phone call, and/or email. All persons should keep their information current in the LaneAlert data base by using the links in the “Home” tab on MyLane. Divisions and departments are responsible for notifying students in classrooms, laboratories, or other public spaces. “All Clear” announcements will be made when the situation is stabilized.

Medical

Severe Weather

Fire

Evacuation

Emergency Numbers On Campus
All emergency situations call 911.
Public Safety Emergency Line ............... 5555
Facilities Management ....................... 5000
When calling from a cell phone .......... 541-463-plus Ext
30th Ave. Public Safety ....................... 5558
Downtown Campus Public Safety ........ 6267
### Criminal Activity

<table>
<thead>
<tr>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If</strong> you discover a police emergency (i.e., a crime in progress):</td>
<td><strong>DO NOT ATTEMPT</strong> to apprehend or interfere with a criminal except in self-defense.</td>
</tr>
<tr>
<td><strong>If</strong> possible, go to a safe place.</td>
<td></td>
</tr>
<tr>
<td><strong>If</strong> safe to do so, get a detailed description of the criminal:</td>
<td>Height, weight, sex, race, age, clothing, weapon, if any, method of travel, direction of travel.</td>
</tr>
</tbody>
</table>

If criminal enters a vehicle, note: License #, make, model, color, other.

Note features of the caller’s voice.

Note any background sounds.

If notified of a police emergency: | Cooperate fully with Public Safety. See Evacuation.

Record Caller ID displayed on telephone. If possible, hold the line open. **DO NOT HANG UP**.

Use another line to call 911 and follow up call to Public Safety ext. 5555.

Do not use cell phones or two-way radios.

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### Bomb Threat

<table>
<thead>
<tr>
<th>Scenario</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>If</strong> you receive a bomb threat:</td>
<td>Keep the person talking as long as possible (pretend to have difficulty hearing). Secure as much information as possible, such as: <strong>When</strong> is the bomb going to explode? <strong>Where</strong> is it right now? <strong>What</strong> does it look like? <strong>What kind</strong> of bomb is it? <strong>What</strong> will cause it to explode? <strong>Did</strong> you place the bomb? <strong>Why</strong>? <strong>What</strong> is your address? <strong>What</strong> is your name? <strong>Sex</strong> of caller? <strong>Age</strong> of caller? <strong>Length</strong> of call?</td>
</tr>
</tbody>
</table>

Note features of the callers’ voice.

Note any specific threat or threatening behavior.

### Chemical Spill

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<tr>
<td><strong>If</strong> you discover a chemical spill:</td>
<td>Immediately inform all in the area to leave the area. If the chemical comes into contact with any person: <strong>Remove</strong> all contaminated clothing. If there is contact with a person’s or eye, rinse eyes with water for at least 15 minutes. If there is contact with a person’s skin, thoroughly rinse under water and then wash with soap and water. Call Public Safety ext. 5555 and inform them of the type and amount of chemical spilled so that they may inform the LCC Hazmat Team.</td>
</tr>
</tbody>
</table>

Do **NOT** clean up any chemical spill on your own without permission.

### Earthquake

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<tbody>
<tr>
<td><strong>If</strong> outside building: <strong>DO NOT</strong> enter building until official authorization is provided.</td>
<td><strong>If</strong> you feel an earthquake: <strong>Inside</strong> seek cover. <strong>If indoors</strong>, <strong>DROP</strong>, <strong>COVER</strong>, <strong>HOLD</strong>. <strong>Do not</strong> run out of the building. If you are in a wheelchair, lock your wheels and cover your head. <strong>If</strong> outside, <strong>STAY</strong> outside. <strong>Move</strong> into an open area. <strong>Stay</strong> away from buildings, power lines, light posts, trees, etc. <strong>Sit</strong> down or kneel and cover yourself.</td>
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**After** an earthquake: Beware of: **Broken glass** and **electric lines** (inside or outside) **Unstable** equipment and debris. Check on fellow employees and students. Call 911 if anyone is hurt. Call Public Safety ext. 5555 if there is significant damage to your building. After shocks may occur. Remain alert and be prepared to seek cover. **If** inside building: When the shaking stops, attempt to safely exit. Immediately proceed to designated department/division evacuation locations. **See** evacuation. **Outside** building: **Do NOT** attempt to enter buildings until official authorization is provided. **If** you are not comfortable with what is being said, do not stay in the area. **Do** not provoke demonstrators. **Do** not run/evacuate. **Do** not speak to the shooters. **Seek** cover. **Do** not sound the building fire alarm. Electrical arcing can trigger an explosion. **Begin** evacuation procedures. **If** notified of a gas leak in your area, evacuate. |

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### Hazardous Materials Accident

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<tr>
<td>Departments or divisions that use or handle hazardous materials must have Safety Data Sheets readily available. All hazardous materials must be properly labeled.</td>
<td>If criminal enters a vehicle, note: License #, make, model, color, other.</td>
</tr>
</tbody>
</table>

Note features of the caller’s voice.

Note any specific threat or threatening behavior.

### Active Shooter

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<td>Active shooter incidents can happen at any location where people gather and usually start quickly and without warning. Call 911 as soon as you safely can.</td>
<td><strong>If</strong> you feel an earthquake: <strong>Inside</strong> seek cover. <strong>If indoors</strong>, <strong>DROP</strong>, <strong>COVER</strong>, <strong>HOLD</strong>. <strong>Do not</strong> run out of the building. If you are in a wheelchair, lock your wheels and cover your head. <strong>If</strong> outside, <strong>STAY</strong> outside. <strong>Move</strong> into an open area. <strong>Stay</strong> away from buildings, power lines, light posts, trees, etc. <strong>Sit</strong> down or kneel and cover yourself.</td>
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### Demonstrations or Protests

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<td>Approved demonstrations or protests are coordinated through the President’s Office. Report unapproved demonstrations or protests to Public Safety ext. 5555 immediately.</td>
<td>If you feel an earthquake: <strong>Inside</strong> seek cover. <strong>If indoors</strong>, <strong>DROP</strong>, <strong>COVER</strong>, <strong>HOLD</strong>. <strong>Do not</strong> run out of the building. If you are in a wheelchair, lock your wheels and cover your head. <strong>If</strong> outside, <strong>STAY</strong> outside. <strong>Move</strong> into an open area. <strong>Stay</strong> away from buildings, power lines, light posts, trees, etc. <strong>Sit</strong> down or kneel and cover yourself.</td>
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### Important Additional Information

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